



United Nations Development Programme

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- * Management (53)
- * All Vacancies

By location

- * Africa (32)
- * Arab States (18)
- * Asia and the Pacific (30)
- * Europe & the Commonwealth of independent States (20)
- * HQ and Other (28)
- * Latin America and the Caribbean (9)

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FINANCE ANALYST

| | |
|---|-------------------|
| Location : | Monrovia, LIBERIA |
| Application Deadline : | 18-Jan-13 |
| Additional Category | Management |
| Type of Contract : | TA International |
| Post Level : | P-2 |
| Languages Required : | English |
| Starting Date : (date when the selected candidate is expected to start) | 01-Mar-2013 |
| Duration of Initial Contract : | 365 days |

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Background

Under the overall guidance and supervision of the Finance Specialist, the Finance Analyst is responsible for the effective delivery of financial services, transparent utilization of financial resources and management of the UNDP Liberia CO Finance Unit. S/he analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Finance Analyst promotes a collaborative, client-oriented approach consistent with UNDP rules and regulations.

The Finance Analyst supervises the support staff of the Finance Unit. S/he works in close collaboration with Programme, Operations, and project teams in the CO, UNDP HQ staff and Government officials ensuring successful CO performance in managing the Finance function.

Duties and Responsibilities

Summary of Key Functions:

- Participate in the Implementation of operational strategies
- Participate in the Projects' budgets management and organization of the cost-recovery system
- Assist in the Control of CO accounts
- Assist in the Control of CO cash management
- Facilitation of knowledge building and knowledge sharing

Participate in the implementation of operational strategies focusing on achievement of the following results:

- Full compliance of financial activities, financial recording/reporting system and audit follow up with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
- Continuous support in the analysis and monitoring of the financial situation, presentation of forecasts for development and management projects.
- Elaboration and implementation of cost saving and reduction strategies.
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.

Participation in the Management of the budget of development and management projects and organizes an optimal cost- recovery system focusing on achievement of the following results:

- Analyses all the financial resources plus development and management project funds managed by the CO and provision of high-quality professional advice to the CO management, including planning, budgeting and expenditure tracking and reporting to HQ and donors in accordance with UNDP rules and regulations.
- Participates in the production of various financial report to be submitted to the management and donors, and review/analyze all supporting documents as needed
- Assist in the Monitoring of the financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions. Provides information to supervisors and other UNDP staff at HQ on the results of the investigation when satisfactory answers are not obtained.
- Ensure full compliance of all financial transactions, financial recording/reporting system in ATLAS and audit follow up with UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
- Participate and coordinates the cost recovery process and ensure the optimum recording of the full cost of all the services rendered to UNDP's client including agencies and monitoring through the Atlas tracking system.

Ensures proper control of CO accounts focusing on achievement of the following results:

- Participate in the elaboration of the internal expenditures' control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; payrolls are duly prepared; MPOS, travel claims and other entitlements are duly processed.
- Control of accounts closure
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers. Timely response to HQ requests to resolve financial data issues.
- Control of the Accounts Receivables for UNDP projects and follow up with partners on contributions, maintenance of the General Ledger.

Ensures proper CO cash management focusing on achievement of the following results:

- Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application.
- Monitoring of financial exception reports for unusual activities, transactions and investigation of anomalies or unusual transactions. Provision of information to supervisors and other UNDP staff at HQ on the results of the investigation when satisfactory answers are not obtained.
- Daily review of zero-balance account bank statements in Atlas to monitor imprest level; identification and record of contributions.
- Primary contact with local bank management on routine operational matters including negotiation of exchange rate on replenishments.
- Transaction and stop payment approval on internet banking systems
- Approval and submission of monthly UN exchange rate reports to Treasury
- Reconcile all open item account in Atlas/Account receivables
- Responsible for bank reconciliation of local and BOA accounts and monitors dashboard indicators

- Initiation of bank transfers and deals, selecting bank transfers and deals for approval and settlement.
- Performing Pay cycle manager role in Atlas
- Timely preparation of monthly cash flow forecast for use by Operations Manager. Liaison with UN Agencies to obtain estimate of their cash requirements.
- Role as cashier for cash disbursements made on site.

Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:
Organization of trainings for the operations/ projects staff on Finance.

- Synthesis of lessons learnt and best practices in Finance.
- Sound contributions to knowledge networks and communities of practice.

IMPACT OF RESULTS:

The key results have an impact on the overall CO efficiency in financial resources management and success in introduction and implementation of operational strategies. Accurate, thoroughly researched and documented financial information, timely and appropriate delivery of services ensure client satisfaction and enhance UNDP credibility in use of financial resources.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Good knowledge of accounting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
- Ability to implement new systems and affect staff behavioral/ attitudinal change
- Excellent IT skills, knowledge of Atlas

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- UNDP Accounting and Finance Training and certification

Required Skills and Experience

Education:

- Advanced (Masters) University Degree in Finance/Accounting, Business, or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy. Professionally qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.

Experience:

- 4 years of relevant experience at the national or international level in accounting and finance and providing management advisory services and/or managing staff and operational systems. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and strong knowledge of Atlas.

Language Requirements:

- Fluency in English.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

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